

Creating a Domestic Wire Transfer Template in Wire Manager

Step 1: Navigate to <u>www.nicoletbank.com</u>. Click the Login button at the top right.
Step 2: Log in to Business Online (Treasury Management) using your Access ID and Password.
Step 3: Click the Payments & Transfers button, then Wire Button to get into Wire Manager:

Payments & Transfers	HOME ACCOUNTS PAYMENTS & TRANSFERS	ADMINISTRATIO	N
Select Way Transfer Criteria Datapole Image Time Transfer Transfer Trype Datapole Image Time Transfer Transfer Trype Datapole Image Time Transfer Data Rauge 01022019 To F Image Time Transfer Data Rauge 01022019 To F To Image Time Transfer Classe Name To To	Payments & Transfers		
Benefits Transfer Dadgeting © Gauget Win Transfer Transfer Transfer Data Rays © New Win Transfer Data Rays 01002/0018 Tre © New Win Transfer Data Rays 01002/0018 Tre © New Win Transfer Canava Masher Image Names © Review Win Transfer Enforce Shaher Image Names © Inspect Win Transfer Win Number Image Names © Inspect Win Transfer Win Number Image Names © New Win Transfer Win Number Image Names © New Win Transfer Win Number Image Names © Name Wine Transfer Wine Number Image Names © Name Wine Transfer Wine Number Image Names © Name Wine Transfer Wine Number Image Names © Name Wine Transfer Image Names Image Names © Name Wine Transfer Image Names Image Names	Select Wire Transfer Criteria		_
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Step 4: Click on Wire Transfer Template and hit Submit. On the right-hand side select the new icon

Template List	N & B D

Step 5: Select the Wire type from the dropdown box and click submit

New Template		
Wire Type		Domestic 💌
	Submit Cancel	

Step 6: Enter a Template Name. Using the dropdown box, select the last four digits of the Tax Identification Number for the Company associated with the template being created. Select the account

the funds will be withdrawn from, using the dropdown box. Create a Template Group by clicking the

new icon Template groups allow you to group similar templates together. Ex: Domestic, International

Chocolate Factory [XXX-XX-6789]
Select Account
TEST TEMPLATE GROUP
n

Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793



Step 7: Select the appropriate boxes to give users access to the new Wire Template. Select All User Access if all users should be able to create a new wire using the template, including any new Wire users



Step 8: Fill in all the fields that have an *: the Beneficiary, Beneficiary Institution, and Receiving Institution sections.

Beneficiary Section:

Identification Number: Beneficiary's account number

Name/Address: Beneficiary's name and address

Message to Beneficiary: This field is not required, but can be used to provide the beneficiary additional information. Ex: reference number, invoice number

Beneficiary Institution and Receiving Institution:

Identification Number: Beneficiary's routing number-- once it has been typed in click on the binoculars next to the box and this will pre-fill the bank name and address in the Beneficiary Institution. It will also pre-fill the Routing/Transit number and Institution Name in the Receiving Institution.

Beneficiary					
* Identification Type	DDA Account Number	Mesage To Beneficiary	INVOCIE 456		
* Identification Number	123455789				
*Nune	DONALD DUCK				
Address	123 DISNEYLAND UN				
	ORLANDO, FL 12345				
Beneficiary Institution					
* Identification Type:	Fel Routing Number	*Name:	NCOLET NATIONAL BANK		
* Lösstification Number	NCOLET NATIONAL BANK	Addws:			
			OREEN BAY IM		
Receiving Institution					
*Restag Transf mather	DTSOITUST				
Institution Name:	NCOLET NATL BANK				
(* Indicates Required Fields)		_			
Save Cancel					

Step 9: Review all the information is accurate and click save.

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